SOP 1.5.2

TITLE

REALTIME OCR TO ECR/PPCR/FLIGHT NOTE/CHiT ~~CONVERSION~~ SUBMISSION PROCESS

PURPOSE

To define the guidelines and procedures ~~converting~~ for submitting an OCR/PPCR/Flight Note/CHiT ~~to an ECR, and submitting the ECR~~ for additional processing by to an appropriate forum.

PARTICIPATION

POD   POIF CM
RICO

EFFECTIVITY

Increment 2 and subsequent

REFERENCE DOCUMENTATION

MSFC Space Station Payload Operations Integration Function Configuration Management Plan (FD32-CMPLAN-01)

MSFC Space Station Payload Operations Integration Function, Realtime Information Control and Records Management Plan (FD32-ICPLAN-01)

MSFC Payload Operations and Integration Department Data Management (Documentation) and Records Management Plan (MSFC-3023)

GENERAL

The POD ~~may~~ directs a permanent approved OCR to be converted to an ECR/PPCR/Flight Note/CHiT and submitted to an appropriate forum. Unless specified, these processes affect activities, roles, and responsibilities of the RICO and are not considered to be configuration management revision processes.

PROCEDURE

1. 1. During the PIMS inplementation phase of the OCR processing, POD directs RICO to ~~convert~~ submit a permanent approved OCR ~~to an~~for additional ECR ~~for submission to a control board.~~processing.

2. RICO emails the OCR to POIF CM at poifcm@msfc.nasa.gov for processing.

3. RICO notifies POD of the email submission and completes the PIMS implementation task.

~~2. RICO transcribes an OCR to a draft ECR/PPCR/Flight Note/CHiT format and submits the draft ECR/PPCR/Flight Note/CHiT to the originator of the OCR for verification and review.~~

~~(a)   The originator of the OCR reviews the draft ECR/PPCR/Flight Note/CHiT and submits changes if required to RICO.~~

~~(b)   RICO posts a copy of the draft ECR/PPCR/Flight Note/CHiT on the web site to ensure those outside the HOSC environment have an opportunity to review the content.~~

~~(c)   RICO notifies POD-designated reviewers (outside the HOSC environment) of the web site posting via email.~~

~~3.   RICO coordinates with POD any comments received, and adjustments are made if required.~~

~~4.   RICO prepares a final ECR/PPCR/Flight Note/CHiT and submits the ECR/PPCR/Flight Note/CHiT to the appropriate forum for processing.~~

~~5.   RICO makes an electronic copy and a hardcopy of the ECR/PPCR/Flight Note/CHiT and files the copies in the RICO HOSC Library.~~

~~6.   The submitted ECR/PPCR/Flight Note/CHiT replaces the draft ECR/PPCR/Flight Note/CHiT posted on the web page.~~